

Employability Timeline – making the most of your time at Brookes

First year undergraduate

Starting University is an exciting time and thinking about what you will do after University may be the last thing on your mind. First year is definitely not too early to make a difference to your future.

These are some of the things you could do:

- Take part in at least one extra-curricular activity – employers do not just look for a good degree, they are looking for proactive people who have developed skills through sports, volunteering, Students Union activities, part time jobs etc.
- Start to write or update your CV – This will be useful not only for part time or vacation job applications, but also for summer internships
- Get some work or voluntary experience – More and more employers are looking for skills you can gain from work experience

Penultimate year

This is the most crucial time to make a difference to your future. Start to develop and decide on career plans and test them through work experience to make sure they are the right choice for you. Be aware that some employers advertise graduate schemes as early as the Summer before your final year.

Some things you can do:

- Research your career options – With so many choices, it can be difficult to know where to begin. Take your time gather accurate information and do your research. HT Career Fog will help get you started.
- Set up a profile on LinkedIn and start building your network – Make your online presence professional and make sure it works to your advantage. HT link
- Apply for summer internships or one year placements – Many companies fill their graduate roles from these routes. Be aware of early closing dates, many are in December.

Final year undergraduates/Masters

The final/Masters year can be an intense time. Use all the advice and support available and make good use of all the Careers Service has to offer.

Actions for September –November

- Find out who is recruiting and their deadlines and make applications.
- Prepare thoroughly for the application and recruitment process which can include applications, assessments and different style of interview. Make use of the extensive resources provided by the Careers Service
- Apply for postgraduate or research opportunities. Places can be offered throughout the year, recruitment begins from November onwards.

Actions for December- June

Even though lots of recruitment activity takes place in the early Autumn, graduate jobs and postgraduate courses will be advertised throughout the year –it's not too late to keep applying.

- Attend assessment centres and job interviews – set aside time to prepare, attend workshops offered by the Careers Service and get up to date accurate advice on Careers webpages.
- Keep looking and applying for larger employers and smaller employers. Bear in mind that most graduate jobs are advertised in October and June. Leaving it until July/August could mean you are missing out.
- Keep researching postgraduate courses, research opportunities and funding.
- Maintain your network. Let your network know what opportunities you are considering.
- Rethink your strategy – If you are making applications and are not successful, your technique may be letting you down. Come and get feedback from your Careers Service as we can help you with making your applications more effective, improve your interview technique or suggest career areas where your skills and qualities will be more relevant.

Don't forget the Careers Service can support you for 3 years after graduation.

First Year

Get Involved! Develop active interests, build up skills and confidence and make the most of University

Semester 1				Semester 2					Vacation		
Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Join Student societies www.brookesunion.org.uk											
On campus events and training including job fairs and training opportunities											
Apply to be a Student Rep https://www.brookesunion.org.uk/representation/join											
Student ambassador scheme											
Volunteer for something you enjoy doing Volunteering											
Explore Work Experience opportunities - especially important if you are applying for competitive careers www.targetcareers.co.uk											
Find a part time job www.brookes.ac.uk/careers											
Start planning early for the Summer. Various opportunities and events for first years www.brookes.ac.uk/students/careers/news-and-whats-on/											
Visit Careers and familiarise yourself to see what is on offer. www.brookes.ac.uk/careers											
Develop your CV by checking out our CV and Cover Letter Guide and come to careers for advice and help											
						Work experience over Easter or Summer vacation					
				Start developing skills employers look for eg. commercial awareness							

Second/Penultimate Year

Time to start reflecting on what you have learnt so far and start to formulate goals for the coming year

Semester 1				Semester 2					Vacation		
Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Continue with extracurricular activities, volunteering, work experience, part time work											
Attend job and career fairs											
Attend skills development sessions											
Begin investigating career areas www.prospects.ac.uk/links/occupations											
Get involved with activities workshops and events www.brookes.ac.uk/students/careers/news-and-whats-on/											
Apply for placements/summer internships - <u>be aware of very early deadlines</u>											
Visit Careers for advice on CV and other assessment processes											
Visit Careers for 1:1 advice on any aspect of careers and future planning											
_Advice and help with career exploration can be found on Resources tab of www.brookes.ac.uk/careers											
				Easter insight weeks							
									Internship/ work placement		
									Prepare applications		

3rd/Final Year/Masters

Be aware of early deadlines for Graduate Training Schemes and other trainee positions which can start as early as September. Don't underestimate the demands of the recruitment process as quality applications take time and patience.

If you are still undecided, feeling anxious or don't know where to start don't panic! Better late than never. Careers Consultants will be happy to talk through options whatever stage you are at. We are open over the Summer and most of our service are available up to 3 years after graduation.

Semester 1				Semester 2					Vacation		
Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Continue with extracurricular activities, volunteering, work experience, part time work											
Attend job and careers fairs											
Apply for Graduate Schemes - be aware of very early deadlines											
Research and apply for Masters, deadlines will vary											
Research and apply for PhD											
Explore postgraduate funding options www.prospects.ac.uk/funding_postgraduate_study.htm											
Continue making decisions about career direction											
Visit Careers for advice an help with CV and assessment processes including mock interviews											
Attend skills development workshops											
Visit Careers for 1:1 advice on any aspect of careers and future plans with qualified and helpful staff											
Come to careers for advice and help on assessment centres											
				Explore opportunities with large and small companies in different sectors							
									Careers is available to you up to 3 years after graduation		